



JAMES V. MAGUIRE  
Senior Vice President - Sales  
Winston-Salem, NC 27102

FSC-114-B

June 26, 1996

To: Area Vice Presidents  
Region Sales Managers  
Region Operations Managers  
Region Business Managers  
Account Executives

Key Account Managers  
Account Managers  
Division Managers  
Retail Managers

**SUBJECT:** Reaffirming our Commitment Against Youth Smoking

I wrote to you in March of this year regarding the "We Card" program - a program which was designed to help retailers prevent the sale of tobacco products to those under the legal age. In my letter, I asked each of you to help RJR heighten the awareness of minimum-age laws and educate your retail, chain and direct account customers on the "We Card" program.

While I cannot overemphasize the importance of this program as it relates to our customers, there is another critical element that each of you must be reminded of as it relates to your role in controlling youth access and ensuring our products are offered only to adult smokers.

It is the responsibility of every manager to ensure that our position on youth smoking is clearly understood by each employee. It is also management's responsibility to continually reinforce this with employees during work-withs, meetings, etc. Managers must be alert to situations which are, or might appear to be, in violation of our policies and position on youth access and to take prompt action to correct these situations. While it is not possible to attempt to point out every situation that you might encounter, following are examples of situations which would require action on your part to correct:

- Observance of billboards which are improperly located
- Observance of employees not following established procedures when making consumer offers or performing personal selling
- Observance of improperly placed point of sale or PDI

Details regarding the Company's policies and what is expected of each employee are provided in the Field Sales Employee Handbook which was recently distributed to all Field Sales employees. It is critical that every employee has a clear understanding of the sections in the handbook that explain our policies relative to Youth Smoking (General Information Tab), Calling on On-Campus Cigarette Outlets (General Information Tab) and the Cigarette Advertising and Promotion Code. It is management's responsibility to ensure that appropriate corrective action is taken for any employee who violates these policies.

Our position is clear - we don't want kids to smoke. Our Company supports minimum age laws and programs designed to control youth access. It is crucial that every employee does his or her part in controlling youth access during the performance of their day-to-day accountabilities.

Should you have any questions or concerns regarding this matter, you should immediately discuss them with your manager.

Sincerely,

A handwritten signature in cursive ink that appears to read "Jim".

Jim Maguire  
Senior Vice President, Sales

51861 4864

To: Myers, Keith, McMahon, Todd, Ridge, Robert, Burrows, Robert, Westenberger, R, Jurgensen, Kurt T., Leonard, John M., Kight, Earl, Callaghan, Stephen W., Eckardt, Diane C., McPartlan, Amy, Campbell, Judy, Derose, Darren  
From: 1610 - Buffalo ROU (BRZEZIE)  
Posted: 6/26/96 15:50  
Opened: 6/27/96 15:50  
Subject: FWRD: FSC-114-B-Reaffirming our Commitm

Forwarding the following. It was sent directly to KAMs, AMs and RBM from W-S.....

===== <Forwarded Letter> =====

From: rjrwss/jrpo3/davisc4  
To: 1610  
Subject: FSC-114-B-Reaffirming our Commitment Ag  
Posted: 06/26/96 20:24  
Priority: Normal

[[ FSC114B.DOC : 3872 in FSC114B.DOC ]]

CC: Macleod, Stephen

51861 4865